

5.25	FLEXIBLE WORKING ARRANGEMENTS / USE OF HOURS BANK
------	--

Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 24.5.16
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	<ul style="list-style-type: none">• Educational Services (Teachers) Award• Children’s Services Award• Clerks – Private Sector Award 2010• Social, Community, Home Care & Disability Services Industry Award (SCHCADS)• Health Professionals and Support Services Award 2010
Contractual obligations	

POLICY STATEMENT

The **HECIS Co-Ordinator** or **Office Manager** is delegated to be a supervisor of staff for this policy.

HECIS is a partially government funded service with a restricted budget, and so additional funding for overtime work hours is not generally available.

The purpose of this policy is to ensure that:

- All supervisors and staff have an understanding of the use of flexible working arrangements in the service
- All supervisors and staff are aware of the procedures for flexible working arrangements
- All staff are treated consistently
- Flexible working arrangements for staff does not expose the service to staff shortages.

HECIS acknowledges that time to time employees may be required to work longer hours or vary their usual working hours to accommodate a pressing work issue, attend meetings, to represent the service or to otherwise manage their caseload in order to maintain a quality service, outside of their usual working hours.

Working hours may be accrued by permanent HECIS staff to allow for a more flexible management of their caseload, and may include the following episodes requiring to be scheduled outside the staff members’ ordinary hours of work, including:

- client NDIA supports under a plan
- meetings with client families and other professionals supporting the client child/family
- staff meetings (where requested by a supervisor)
- committee meetings (where requested by a supervisor)
- approved training and staff development
- events approved by the Management Committee
- other additional hours required in maintaining the delivery of a quality service.

HECIS staff are offered the flexibility to vary their usual hours of work by using:

- **Full time staff** may use the ‘Hours Bank’ method or flexible working hours method
- **Part time staff** may use flexible working hours method

Full Time Staff

Full time staff (with ordinary hours of work of 38 hours per week) may in consultation with their supervisor elect to use an 'Hours bank' to store additional hours of work.

These additional hours maybe withdrawn from the 'Hours bank' and taken as leave with pay during another pay period. (eg as a paid rostered-day-off).

Staff electing to use this method will need to consult with their supervisor to ensure that their current caseload requirements are being met and that excessive hours are not being 'banked'.

Full time staff may also choose to use the 'flexible working hours' method to manage additional hours worked in a pay period fortnight.

Part Time Staff

Part time staff (with ordinary hours of less than 38 hours per week) may in consultation with their supervisor use a 'flexible working hours' method to manage additional hours of work.

The staff member's ordinary hours of work per week to be averaged over the pay period fortnight (eg. Staff member working 24 ordinary hours per week would have the flexibility to average this out to 48 hours over a pay period fortnight).

Staff using this method will need to consult with their supervisor to ensure that their current caseload requirements are being met and that service delivery is not being compromised.

PROCEDURES

- **Full Time Staff**
 - To record all hours worked (in line with approved episodes listed in above statement) in excess of 38 hours per week on the 'Hours banked/RDO record' sheet in the sign on book.
 - To record all hours withdrawn from 'Hours bank' on the 'Hours banked/RDO record' sheet when leave is taken.
- **Part Time Staff**
 - To record actual hours of work using the *sign on register* sheet, ensuring that actual hours of work does not exceed average ordinary hours of work per pay period fortnight.
- **Office Manager**
 - **Full Time staff** to ensure that the staff member's 'Hours bank' has not accrued excess hours.
 - **Part time staff** to ensure that the staff member's average ordinary hours of work at not being exceeded each pay period fortnight
 - **All staff** to record all accruals of leave on the Wages Paid certificate.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Annual leave/long service leave application form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	14.8.17	HECIS Co-Ordinator	Aug 2018
2	3.9.18	HECIS Co-Ordinator	Aug 2019
3	20.8.19	HECIS CoOrdinator	Aug 2020
4	15.9.20	HECIS CoOrdinator	Aug 2021

INDEXING

Search topic/s:	
Function/s:	